



State of Tennessee Department of Children's Services New/Revised Policies and Updates

TO: All Department of Children's Services Employees
FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development
DATE: January 8, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures	Summary of Policy Revisions/Other Information
1.	14.20	Notice of Child Fatality-Near Fatality	14	01/01/08	CS-0635, Notice of Child Fatality/Near Fatality	Policy revision: Added "obtain copy of autopsy for case file" to Section C. <u>Requires minor policy review.</u>
2.	14.3	Screening, Priority Response and Assignment	14	01/01/08	Same, no change	Policy revision: Revision made to delete "...imminent threat of serious harm or death" from Priority 1 definition and replace with " <u>imminent danger</u> ".

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

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						<u>Requires minor policy review.</u>
3.	14.26	Multiple Response Assessment Track	14	01/01/08	Same, no change	Policy revision: Revision made to delete "...imminent threat of serious harm or death" from Priority 1 definition and replace with " <u>imminent danger</u> ". <u>Requires minor policy review.</u>
4.	16.4	Resource Home Approval	16	12/28/07	CS- 0688 – Resource Parent Application for Parenting CS-0690 - Resource Home Study and Verifications Checklist CS-0668 - Authorization for Release of information (for all adults in the home) CS-0691 - Fingerprint Card Information CS-0687 - Internet Records Clearance (for all adults in the home) CS-0676 - Home Safety Checklist CS- 0431 - Monthly Income & Expenditures Form CS-0687 – Resource Parent Medical Report (for all adults in the home) CS 0427 – Child’s Medical Record (for all children in the home) CS-0673 - Oath of Confidentiality CS-0670 - Oath to Report Suspected	Policy revision: Supersedes DCS 15.6, 04/01/98, 16.4, 01/01/05, 16.17 01/01/04, DCS 16.30, 01/01/01, DCS 16.4, 10/01/07; Changes made to sections D-# 3- waiver information added, and section J-4 added to document in TNKIDS. <u>Requires minor policy review.</u>

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					Child Abuse or Neglect and to Abide by Child Safety Restraint Laws CS-0553 – Discipline Policy CS-0709, - Resource Home Recording CS- 0697 - REACT Family Entry Form Substitute W-9 Form CS-0702 - Resource Parent Approval <i><u>Note: Private Provider Agencies may use equivalent forms, provided the content of the forms capture the content of the forms listed above.</u></i>	
5.	16.24	Children of Native American Heritage	16	01/01/08	Confirmation of Native American Heritage Determination of Tribal Affiliation	Policy revision: Supersedes DCS 16.24, 01/01/07; Revised to include “Confirmation” and “Determination” Letters. Requires minor policy review.
6.	16.38	Face-to-Face Visitation with Dependent and Neglected and Unruly Children in DCS Custody	16	01/01/08	CS-0430: Quarterly Progress Report on Children State Custody	Policy revision: Supersedes DCS 16.38, 12/01/03; Policy requires MAJOR policy review. Important: New Visitation Protocol: Visitation Protocol
7.	16.43	Supervised and Unsupervised Visitation Between Child-Youth, Family and Siblings	16	01/01/08	CS-0594 Visitation Observation Checklist CS-0577 Permanency Plan CS-0747 Child and Family Team Meeting Summary	Policy revision: Supersedes DCS 16.43, 01/01/04; 16.44, 07/01/02; Important: Review Sections B, C, D and E, 4. Policy requires MAJOR policy review.

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					<u>CS-0777 Family Functional Assessment and Guide</u>	
8.	16.48	<u>Conducting Diligent Search</u>	16	01/01/08	<u>CS-0584 Diligent Search Checklist</u> <u>CS-0777 Family Functional Assessment and Guide</u> <u>CS-0774 Contact Sheets for the Genogram</u>	Policy revision: Supersedes DCS 16.48, 01/01/02; Important: See collateral documents; Policy requires MAJOR policy review.
9.	18.9	<u>Youth with Adult Sentences</u>	1	01/01/08	<u>CR- 2012, Sentence Reduction Credits</u> <u>CR-2574, Inmate Admission Assessment</u>	Policy revision: Supersedes DCS 1.20, DCS 1.20 04/01/05; Revisions include the addition of Sections A and B; Re-numbered to Chapter 18 as 18.9; minor editing revisions; Requires major policy review.
10.	20.25	<u>Health Information Records and Access</u>	20	01/01/08	<i>Same, no change</i>	Policy revision: Supersedes DCS 16.34, 01/01/04; 20.23, 08/01/04 and 20.25, 01/01/04, 01/01/07
11.	20.36	<u>Health Services in DCS Group Homes</u>	20	01/01/08	<i>Same, no change.</i>	Policy revision: In the "Application" section deleted references to "All DCS Employees" and replaced with "All DCS Group Home Staff"; <u>Requires minor policy review.</u>

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